

Commonwealth of Virginia
Department of Professional and Occupational Regulation
Post Office Box 11066
Richmond, Virginia 23230-1066
(804) 367-0115
www.dpor.virginia.gov



Fair Housing Board

INSTRUCTOR APPLICATION
Fee \$100.00

A check or money order payable to the TREASURER OF VIRGINIA, or
a completed credit card insert must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

1. Name _____
First Middle Last Generation
(SR, JR, III, etc.)
2. Social Security Number * _____
3. Date of Birth _____
4. Home Address _____
City, State, Zip Code _____
5. Mailing Address _____
City, State, Zip Code _____
6. Telephone & Facsimile Numbers () - () - () -
Telephone Facsimile Beeper/Cellular
7. Within the last five years, have you been found in a court or an administrative body of competent jurisdiction to have violated the Virginia Fair Housing Act, the Fair Housing Laws of any jurisdiction of the United States including without limitation Title VIII of the Civil Rights Act of 1968 (82 Stat. 73), or the Civil Rights Act of 1866 (14 Stat. 27), there being no appeal therefrom or the time for appeal having elapsed?
No ☐
Yes ☐ If yes, list the violation and attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement.
8. Field of Expertise _____
☛ Applicants must be a qualified expert in a field related to fair housing and teach only in the area of his expertise. Proof of the applicant's expertise must include, but not be limited to, educational transcripts, professional certificates, and letters of reference. Applicants should identify how many fair housing courses they have taken, the name of the course, when, and who provided the course. Applicants should also identify how many courses they have taught, to whom, when, where, and course content. Applicants must have taken 8 hours of fair housing training, with 2 hours in the last 12 months, must have taught 8 hours of fair housing training, with 2 hours in the last 12 months, and provide the exact dates..
9. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or fair housing violations (in any jurisdiction) prior to receiving the requested certification. I also certify that I understand, and have complied with, all the laws of Virginia related to fair housing certification under the provisions of Title 54.1, Chapter 23.2 of the *Code of Virginia* and the *Virginia Fair Housing Certification Regulations*.
Signature _____ Date _____

APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.

* State law requires every applicant for a license, certificate, registration, or other authorization to engage in a business, trade, profession, or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	LICENSE NUMBER	ISSUE DATE
				0 2 3 1	